

L-300

THE WHITE HOUSE  
WASHINGTON

Executive Registry

84 - 056

## CABINET AFFAIRS STAFFING MEMORANDUM

Date: 1/9/84 Number: 168879CA Due By: \_\_\_\_\_Subject: 1984 Organization/Office of Cabinet Affairs

	Action	FYI		Action	FYI
<b>ALL CABINET MEMBERS</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CEA	<input type="checkbox"/>	<input type="checkbox"/>
Vice President	<input type="checkbox"/>	<input type="checkbox"/>	CEQ	<input type="checkbox"/>	<input type="checkbox"/>
State	<input type="checkbox"/>	<input type="checkbox"/>	OSTP	<input type="checkbox"/>	<input type="checkbox"/>
Treasury	<input type="checkbox"/>	<input type="checkbox"/>	<u>Selected Agencies</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Defense	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Attorney General	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Interior	<input type="checkbox"/>	<input type="checkbox"/>	Baker	<input type="checkbox"/>	<input type="checkbox"/>
Agriculture	<input type="checkbox"/>	<input type="checkbox"/>	Deaver	<input type="checkbox"/>	<input type="checkbox"/>
Commerce	<input type="checkbox"/>	<input type="checkbox"/>	Darman (For WH Staffing)	<input type="checkbox"/>	<input type="checkbox"/>
Labor	<input type="checkbox"/>	<input type="checkbox"/>	Jenkins	<input type="checkbox"/>	<input type="checkbox"/>
HHS	<input type="checkbox"/>	<input type="checkbox"/>	McFarlane	<input type="checkbox"/>	<input type="checkbox"/>
HUD	<input type="checkbox"/>	<input type="checkbox"/>	Svahn	<input type="checkbox"/>	<input type="checkbox"/>
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Energy	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Education	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Counsellor	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
OMB	<input type="checkbox"/>	<input type="checkbox"/>	CCCT/Gunn	<input type="checkbox"/>	<input type="checkbox"/>
CIA	<input type="checkbox"/>	<input type="checkbox"/>	CCEA/Porter	<input type="checkbox"/>	<input type="checkbox"/>
UN	<input type="checkbox"/>	<input type="checkbox"/>	CCFA/	<input type="checkbox"/>	<input type="checkbox"/>
USTR	<input type="checkbox"/>	<input type="checkbox"/>	CCHR/Simmons	<input type="checkbox"/>	<input type="checkbox"/>
GSA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CCLP/Uhlmann	<input type="checkbox"/>	<input type="checkbox"/>
EPA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CCMA/Bledsoe	<input type="checkbox"/>	<input type="checkbox"/>
OPM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CCNRE/	<input type="checkbox"/>	<input type="checkbox"/>
VA	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
SBA	<input type="checkbox"/>	<input checked="" type="checkbox"/>			

## REMARKS:

The attached memorandum is for your information.

## RETURN TO:

☒ Craig L. Fuller  
 Assistant to the President  
 for Cabinet Affairs  
 456-2823

☐ Katherine Anderson  
☐ Tom Gibson  
☐ Don Clarey  
☐ Larry Herbolsheimer  
 Associate Director  
 Office of Cabinet Affairs  
 456-2800


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THE WHITE HOUSE

WASHINGTON

January 5, 1984

MEMORANDUM FOR THE CABINET AND HEADS OF SELECTED AGENCIES

FROM: CRAIG L. FULLER 

SUBJECT: 1984 Organization/Office of Cabinet Affairs

As you are aware, the Office of Cabinet Affairs (OCA) provides the primary liaison between the White House and Departments and Agencies. In order to ensure effective communication, all official matters, other than national security items and justice related litigation matters, should be routed through the Office of Cabinet Affairs.

There are four Associate Directors and an Executive Secretary who share functional responsibilities in the OCA. They report directly to Craig Fuller, Assistant to the President for Cabinet Affairs and can be reached at 456-2800. A list of OCA personnel and their areas of responsibility is shown below:

Katherine Anderson, Associate Director

Special Projects: President's Private Sector Survey on Cost Control  
Southwest Border Working Group  
Interagency Working Group on Commercial/Private Sector Initiatives in Grenada

Departments: State  
Defense

Agencies: CIA

Don Clarey, Associate Director

Cabinet Councils: Human Resources (CCHR)  
Natural Resources and Environment (CCNRE)

Departments: Health and Human Services  
Education  
Energy  
Interior

Agencies: Environmental Protection Agency  
Veterans Administration  
ACTION  
Federal Energy Regulatory Commission  
Food and Drug Administration  
National Endowment for the Arts and Humanities  
National Science Foundation  
Nuclear Regulatory Commission

Tom Gibson, Associate Director

Cabinet Councils:    Economic Affairs (CCEA)  
                          Legal Policy (CCLP)  
                          Management and Administration (CCMA)

Departments:        Housing and Urban Development  
                          Labor  
                          Treasury  
                          Justice

Agencies:           General Services Administration  
                          Office of Personnel Management  
                          Consumer Product Safety Commission  
                          Civil Rights Commission  
                          Equal Employment Opportunity Commission  
                          Federal Emergency Management Administration  
                          Federal Home Loan Bank Board  
                          Federal National Mortgage Association  
                          Federal Savings and Loan Insurance Company  
                          General Services Administration  
                          Government National Mortgage Association

Larry Herbolsheimer, Associate Director

Cabinet Councils:    Commerce and Trade (CCCT)  
                          Food and Agriculture (CCFA)

Departments:        Commerce  
                          Transportation  
                          Agriculture

Agencies:           NASA  
                          Civil Aeronautics Board  
                          Corporation for Public Broadcasting  
                          Export-Import Bank  
                          Federal Communications Commission  
                          Federal Trade Commission  
                          Interstate Commerce Commission  
                          Securities and Exchange Commission  
                          Small Business Administration

Patsy Faoro, Executive Secretary

OCA Management and Coordination  
Cabinet and Cabinet Council Meetings  
Presidential Events  
Issue Tracking  
PAS Briefings and Seminars  
Executive Forums